

THE CITY OF SALISBURY
HUMAN RESOURCES DEPARTMENT
City Office Building
132 North Main Street, 2nd Floor
P. O. Box 479
Salisbury, NC 28145-0479



EMPLOYMENT OPPORTUNITIES

Recreation Specialist

Your Career, Your Community

As a Recreation Specialist in the City of Salisbury, you can make a difference! The Parks & Recreation Department is seeking motivated candidates who will assist with promotion, implementation and evaluation of recreational activities, events and programs. This particular position will be in charge of the administrative duties for the department. Main duties include but are not limited to: supporting office projects; coordinating meetings; assisting with registration; distributing marketing materials; assisting with daily facility operations; scheduling and managing recreation center activities; preparing, maintaining, retrieving and receiving records and files; assisting the public; conducting inventory of equipment; and providing transportation by City vehicle for respective recreational programs. Join our team for a rewarding career that includes many benefits such as: 401K, Wellness Clinic, Insurance and more.

Minimum Requirements:

- Associates or Bachelor's degree in Recreation Administration, or related field and moderate experience in recreation program planning, or equivalent combination of education and experience
- Must have a valid NC Driver's License
- Excellent customer service skills required
- Possession of or ability to acquire first aid and CPR certification
- Prior experience in the Parks & Recreation field is a plus
- Cash handling/ bookkeeping skills are a plus

Closing Date: February 12, 2016

Pay range: \$14.21 - \$18.48/hr

Please apply online at www.salisburync.gov/hr

For questions please call/visit:

City of Salisbury Human Resources Department, City Office Building, 132 North Main Street, 2nd Floor. Phone: (704) 638-5217.

The City of Salisbury prohibits discrimination on the basis of race, color, national origin, sex, veteran status, sexual orientation, religion, age or disability in employment or the provision of services.

**The City of Salisbury is a Drug Free Workplace
Job Opportunities Hotline: (704) 638-5355**